

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, APRIL 13, 2015  
6:30 P.M.**

**APPROVED**

**SELECTMEN PRESENT:** Ballantine, Cebula, LaMantia, McManus

**OTHERS PRESENT:** Town Administrator Christopher Clark, Amy Usowski, Lincoln Hooper, Michael Lach, Matt Hart, Wendy Hartwell, Bill Neiser, and others.

**MEETING CALLED TO ORDER** at 6:30 p.m. by Chairman Ballantine.

Chairman Ballantine reported that the Board had just come out of Executive Session where they discussed the case of John D. Simone & Catherine A. DeSimone Trustees of the DeSimone Family Living Trust v. Town of Harwich and they conducted strategy sessions in preparation for negotiations with nonunion personnel.

**WEEKLY BRIEFING**

Chairman Ballantine called for a moment of silence on the passing of Harwich Conservation Trust founding trustee Bob Smith.

**PUBLIC COMMENT/ANNOUNCEMENTS**

- A. Announcement - Closing of Disposal Area on April 20 & 21, 2015

Mr. Hooper announced that the disposal area will be closed on April 20 and 21 to allow for the installation of new equipment.

**CONSENT AGENDA**

- A. Approve Minutes – March 16, 2015 Regular Meeting
- B. Approve 2015 Junk Dealer License Renewals
- C. Confirm appointment of Wendy Tulloch as Assistant Town Accountant

Mr. McManus moved approval of the Consent Agenda and the recommended actions thereon. Ms. Cebula seconded the motion and the motion carried by a unanimous vote.

**NEW BUSINESS**

- A. Dock refund appeal – *discussion and possible vote*

Mr. Hart outlined the history of the case and noted that the Waterways Committee voted 6-1 not to accept the appeal of applicants Robert McNulty and Barbara Madson. He noted that it would be establishing a precedent that they had previously gotten rid of. Mr. Neiser, Deputy Harbormaster, spoke on behalf of the Harbormaster and stressed that the Harbormaster's job is to uphold the

Harbor Management Plan. He reported that Harbormaster determined that he cannot give a refund on this as it is clearly addressed in the Harbor Management Plan. Mr. Neiser noted that the slip has since been taken. Mr. McNulty noted that they are paying for two places to keep their boat and because of health reasons they didn't get their boat in the water for the past three season even though they paid. He said they would like their deposit back this year. Ms. Madson noted that the letter they received did not indicate that the deposit was not refundable. Mr. LaMantia moved to support the decision of the Waterways Committee. Ms. Cebula seconded the motion and the motion carried by a 3-0-1 vote with Mr. McManus abstaining from the vote. Mr. McManus stated that we should include in the letter and bill that the fees are not refundable and Ms. Cebula agreed. Ms. Madson asked for other refunds she felt were owed to them including a 4' overage on the slip and electricity they didn't use. Chairman Ballantine referred the applicants back to the Waterways Committee.

B. Authorize Town Administrator to sign Client Authorization for joint project development with Town of Dennis – *discussion and possible vote*

The Board stressed the importance of engaging the public and being certain on the specifics of the proposed project. Mr. Hooper took questions from the Board and comments from Ms. Hartwell. Mr. McManus moved to authorize the Town Administrator to sign Client Authorization for joint project development with Town of Dennis. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

C. Preliminary Report of Indirect Cost Analysis by Pioneer Consulting Group – *discussion and possible vote*

Mr. Clark outlined the attached preliminary report of indirect cost analysis by Pioneer Consulting Group. He took questions and comments from the Board. Chairman Ballantine noted that this is just an initial report and more information will follow. No vote was taken.

## **ADJOURNMENT**

Mr. McManus moved to adjourn at 8:12 p.m. Ms. Cebula seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel  
Recording Secretary

2015 Junk Dealer Renewals

Arvaam LLC  
dba Harwich Antiques Center  
10 Route 28  
Harwich Port, MA 02646

James G. Marceline  
Marceline Salvage dba  
310 Pleasant Lake Ave.  
Harwich, MA 02645

Sydney S. Mercer  
dba Syd's A & J  
338 Bank St.  
Harwich, MA 02645

Robert E. Marceline  
dba This Is It  
306 Pleasant Lake Ave.  
Harwich, MA 02645

Windsong Antiques, Inc.  
346 Route 28  
Harwich Port, MA 02646

Ray Woodland  
dba Woody's Furniture Repair  
1353 Orleans Rd.  
East Harwich, MA 02645



*Municipal and Utility Consultants*

P.O. Box 13, Harwich Port, MA 02646  
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Facsimile: (617) 279-2450  
www.municipalconsultants.net



March 30, 2015

Mr. Christopher Clark  
Town Administrator  
Town of Harwich  
732 Main St  
Harwich, MA 02645

Dear Mr. Clark,

Pioneer Consulting Group, Inc. is pleased to present to the Town of Harwich with the initial report for the water enterprise fund and golf, harbor and recreation funds indirect cost study results for Fiscal Year 2016.

**Objective**

We completed the objective of the study, which was to calculate the indirect costs for the four funds for Fiscal Year 2016.

**Work-plan**

1. We developed the list of departments and expense categories to review.
2. We interviewed the department heads to determine the time spent supporting the enterprise funds by department.
3. We completed the analysis of the direct expenses attributable to the enterprise funds.
4. Exhibit 1 details the indirect costs by department for Fiscal Year 2016.

**What are Indirect Costs?**

Indirect costs are those costs that cannot be directly or exclusively assigned to one service. Enterprise funds often benefit from expenditures made by the general fund. For example, the collector, whose salaries paid by the general fund, process enterprise user billed payments. We recommend that these indirect costs be identified and allocated to the enterprise fund using clearly established formulas to prorate the expense among departments.

The Massachusetts Department of Revenue, Bureau of Accounts recommends that every community with an enterprise fund establish a written, internal policy regarding indirect cost allocation and should review this policy annually. The policy should be reasonable and calculated in a fair and consistent basis. Local financial officials should understand and agree on what indirect costs are appropriated as part of the General Fund operating budget and what percentage of these costs should be allocated to the enterprise fund.

**Allocation Methodology**

The cost methodology used for this study was estimated time spent and estimated costs that directly pertain to the enterprise and revenue funds. The percentage of time each employee spent supporting the enterprise funds was multiplied by their salary. This methodology results in the estimated "true" cost of enterprise support.

**Insurances and Expenses**

Insurances and expenses are estimated and should only be booked against the funds as they are incurred and for the exact dollar amount.

**Expenses Not Included**

The town attorney and police department are not included in the indirect cost study. Expenses for these and other like departments should only be booked against the funds as they are incurred and for the exact dollar amount.

**Interviews**

The calculation of the indirect costs requires interviewing the department heads of all departments that provide support to the enterprise funds. We conducted interviews with the following town departments:

Name / Title

- Town Administrator
- Finance Director
- Treasurer & Collector
- Director of Public Works
- Board of Health
- Recreation
- Harbor
- Engineering
- Planning
- Conservation
- Water
- Golf
- Information Technology
- Natural Resources

We wish to thank the department employees we assisted us during this study.

Very truly yours,



Douglas W. Gardner  
President

Town of Harwich, MA  
Indirect Costs

Fiscal Year 2016

Exhibit 1

**SUMMARY SHEET**

Department	Water	Harbor	Recreation	Golf
Town Administrator	\$26,754	\$18,352	\$10,556	\$10,556
Accounting	\$20,265	\$12,566	\$8,478	\$9,490
Town Clerk	\$0	\$0	\$0	\$0
Building Dept	\$0	\$0	\$0	\$0
Conservation	\$0	\$2,669	\$0	\$0
Assessor	\$0	\$0	\$0	\$0
Treasurer & Collector	\$14,475	\$5,981	\$17,584	\$13,557
Information Technology	\$6,026	\$6,461	\$6,461	\$8,942
Board of Health	\$0	\$1,138	\$4,638	\$0
Engineering	\$9,695	\$43,027	\$43,027	\$0
Highway	\$0	\$905	\$382,706	\$905
Recreation	\$0	\$0	\$0	\$0
Natural Resources	\$0	\$2,169	\$0	\$0
Planning	\$0	\$0	\$0	\$0
Harbor	\$0	\$0	\$127,246	\$0
<b>Total Departmental</b>	<b>\$73,910</b>	<b>\$93,268</b>	<b>\$600,697</b>	<b>\$48,450</b>
<b>Insurance &amp; Expenses</b>				
Health Insurance	\$25,318	\$16,880	\$50,634	\$117,166
Life Insurance	\$413	\$80	\$90	\$239
Retirement	\$79,102	\$36,534	\$36,534	\$82,201
Retiree Health & Life Insurance	\$7,740	\$24,123	\$29,531	\$29,599
Property & Vehicle Insurance	\$3,135	\$6,268	\$2,000	\$6,853
Marine Policies	\$0	\$51,285	\$0	\$0
Worker's Compensation Insurance	\$7,923	\$2,879	\$2,879	\$6,717
Medicare	\$11,422	\$2,803	\$4,672	\$8,447
<b>Total Insurance &amp; Expenses</b>	<b>\$141,962</b>	<b>\$139,831</b>	<b>\$126,240</b>	<b>\$250,222</b>
<b>Total Indirect Costs</b>	<b>\$162,972</b>	<b>\$233,099</b>	<b>\$726,937</b>	<b>\$298,672</b>

## Related Documents 4/13/15 BOS Meeting

01 Agenda.pdf

02 March 16, 2015 Minutes.pdf

03 Junk Dealer Renewals.pdf

04 Assistant Town Accountant.pdf

05 Dock Refund Appeal.pdf

06 Client Authorization.pdf

07 Preliminary Cost Analysis.pdf